

ATTACHMENT B

Downloadable Voucher Detail and Summary Reports

The Voucher Detail Reports are extracted from the TRACS Tenant database to simulate the regular payments and the adjustments that would have been reported on the HUD-52670-A Part 1. No attempt is made, at this time, to compute adjustment amounts. Field # 20, Adjustment Indicator, in the Voucher Detail Report indicates if the record is for a regular payment or an adjustment. If the Adjustment Indicator value is "Y" the record is an adjustment.

The downloaded ASCII files will be comma delimited enabling the user to import the file into such packages as Microsoft ACCESS or EXCEL.

NOTE: The following tables defining the downloadable data describes it as it is stored in a DB2 table. Date formats described as eight-characters will appear in the ASCII file as M/DD/YYYY, MM/D/YYYY, MM/DD/YYYY or MM/D/YYYY.

Appearance of the Downloaded File

Example of a Voucher Detail Report - ASCII Extract File

Reference Number, Voucher Date, Unit Number, Last Name, First Name, Middle Initial, Head SSN, Effective Date, Cert Type, Calculated AP, Reported AP, AP Discrepancy Amount, Bedroom Size, Over or Under Housed, Adjustment Indicator

2/01/2000,NM160002001,006,BENNETT,MICHAEL,,543408277,3/1/2000,AR,204,376,,...

Example of a Voucher Summary Report - ASCII Extract File

Voucher Date, Contract Number, Area Code, Office Code, Units in Contract, Units Receiving Subsidy, Units Vacant Under this Contract, Market Rent Tenants, Unreported Units, Calculated Regular Assistance, Reported Regular Assistance, Regular Assistance Discrepancy Amt, Calculated Adjustments to Assistance, Reported Adjustments to Assistance, Adjustments to Assistance Discrepancy Amt, Calculated Regular Units, Reported Regular Units, Regular Unit Discrepancy, Calculated Adjustment Units, Reported Adjustment Units, Adjustment Unit Discrepancy, Total Regular Payment Amt, Resubmission Indicator, Compliance Percentage, Threshold Flag, Subsidy Type, Create Date

2/01/2000, NM160002001,100,80,10,10,0,,...

Table Layout for Voucher Detail Reports

Voucher Detail Report

Field No.	Field Name	Data Type	Length	Description
1	System ID	Number Mandatory	10	Identifier
2	Reference Number	Character Mandatory	11	CA will query by contract number. An Owner/Agent (OA) will query by contract number or, in the case of Rent Supplement and RAP, the eight character project number plus the suffix "SUP" or "RAP". There is no space or dash between the project number and the suffix.
3	Voucher Date	Date Optional	8	One of two criteria that the CA or OA submits to query the database via the Internet. The date is always the first of the month. This is the date submitted on the voucher.
4	Unit Number	Character Mandatory	10	Unit where family is residing
5	Shared Housing Indicator	Character Mandatory	1	Indicates multiple households for the unit (Y or N)
6	Last Name	Character Mandatory	20	Head of Household's Last Name
7	First Name	Character Mandatory	20	Head of Household's First Name
8	Middle Initial	Character Optional	1	Head of Household's Middle Initial
9	Head SSN	Character Mandatory	9	Head of Household's Social Security Number
10	Effective Date	Date Mandatory	8	Effective Date of the applicable MI, AR, IR or IC. Remember, partial certifications do not change the (certification) effective date
11	Cert Type	Character Optional	2	Type of Certification; e.g. MI, AR, IR or IC
12	Type of Action	Character Optional	2	Derived from Tenant database: CT = Correction MO = Move Out UT = Unit Transfer TM = Termination of Assistance GR = Gross Rent Change CC = Contract Combination
13	Transaction Effective Date	Date Mandatory	8	Derived from the Tenant database. Date the occurrence of the certification became effective.
14	Next Recert Date	Date Optional	8	Date the certification expires and the date by which the next recertification is due.
15	Calculated Assistance Payment	Number Mandatory	8	TRACS calculated Assistance Payment (HUD-paid portion of the rent)

Voucher Detail Report

Field No.	Field Name	Data Type	Length	Description
16	Reported Assistance Payment	Number Mandatory	8	The Assistance Payment Amount reported in the (re) certification submitted to TRACS.
17	Assistance Payment Discrepancy Amount	Number Mandatory	8	This is a computed amount (Calculated AP - Reported AP)
18	Bedroom Size	Number Optional	3	Unit Size (Number of Bedrooms in the unit.)
19	Over or Under Housed	Character Optional	1	Over-housed or Under-housed Unit (O or U)
20	Adjustment Indicator	Character Mandatory	1	Values are: N = Voucher Regular Payments Report Y = Voucher Adjustments to Regular Payments Report
21	Certification Voucher Date	Date Optional	8	This is the voucher date submitted with the occurrence of the certification selected for this report. It is normally the first voucher reflecting the change signaled by the transaction to TRACS Tenant.
22	Create Date	Date Mandatory	8	Date the voucher report is created.

Table Layout for Voucher Summary Report

Voucher Summary Report

Field No.	Field Name	Data Type	Length	Description
1	System ID	Number Mandatory	10	Identifier
2	Voucher Date	Date Mandatory	8	One of two criteria that the CA or OA will submit to query the database via the Internet. The date is always the first of the month.
3	Reference Number	Character Mandatory	11	CA will query by the contract number. An Owner/Agent (OA) will query by contract number or, in the case of Rent Supplement and RAP, the eight character project number plus the suffix "SUP" or "RAP". There is no space or dash between the project number and the suffix.
4	Area Code	Character Mandatory	2	In general, identifies a subdivision of the HUD organizational structure that is greater than the field offices.
5	Office Code	Character Mandatory	2	Identifies a specific HUD field office that has jurisdiction over the area in which this project is located.
6	Units in Contract	Number Optional	6	Count of units in the contract reported on the voucher.
7	Units Receiving Subsidy	Number Optional	6	Count of units that are occupied in the contract and receiving a subsidy reported on the voucher.
8	Units Vacant Under this Contract	Number Optional	6	Count of units that are vacant in the contract reported on the voucher.
9	Market Rent Tenants	Number Optional	6	Count of contract units that are occupied by market rent tenants reported on the voucher.
10	Unreported Units	Number Optional	6	Calculated difference between the total number of units in the contract and the ones accounted for. The number of units that are neither "vacant" nor "occupied."
11	Total TRACS Calculated Regular Assistance Payments	Number Mandatory	8	Sum of TRACS calculated regular assistance payments for all units in this report.
12	Total Reported Regular Assistance Payments	Number Mandatory	8	Sum of regular assistance payments submitted in TRACS transactions for all units in report.
13 <i>Future Field</i>	Total Regular Assistance Payments Discrepancy	Number Mandatory	8	Calculated difference between Total TRACS Calculated Regular Assistance Payments--Total Reported Regular Assistance Payments.

Voucher Summary Report

Field No.	Field Name	Data Type	Length	Description
14 <i>Future Field</i>	Calculated Adjustments to Assistance	Number Mandatory	8	TRACS Calculated Adjustments to Assistance.
15	Reported Adjustments to Assistance	Number Mandatory	8	Adjustments to assistance reported on the submitted voucher
16 <i>Future Field</i>	Adjustments to Assistance Discrepancy Amount	Number Mandatory	8	Difference between calculated adjustments to assistance and reported adjustments to assistance.
17	Calculated Regular Units	Number Mandatory	8	TRACS derived regular units receiving subsidy.
18	Reported Regular Units	Number Mandatory	8	Regular units receiving subsidy reported on the voucher.
19	Regular Unit Discrepancy	Number Mandatory	8	Difference between derived regular units and reported regular units.
20	Calculated Adjustment Units	Number Mandatory	8	TRACS derived units requiring adjustments.
21	Reported Adjustment Units	Number Mandatory	8	Adjustment units reported on the voucher.
22	Adjustment Unit Discrepancy	Number Mandatory	8	Difference between Calculated adjustment units and reported adjustment units.
23	Reported Regular Payment Amount	Number Mandatory	8	The total amount requested on the voucher for regular payments.
24 <i>Future Field</i>	Filler		8	For future use
25	Resubmission indicator	Character Mandatory	1	Set to Y for a correction voucher, otherwise set to N.
26	Compliance Percentage	Number Mandatory	3	Calculated Regular Units / Units Receiving Subsidy
27	Threshold Flag	Character Mandatory	1	Flag is set if compliance percentage falls below a set limit established by Housing (e.g. 92%). Values are Y or N.
28	Subsidy Type	Character Mandatory	1	Describes the type of assistance benefiting the tenant. Values are: 1 = Section 8 2 = Rent Supplement 3 = RAP 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202/162 PAC
29	Create Date	Date Mandatory	8	Date the voucher report is created.